

## **Drugs and Alcohol Policy**

This policy applies to all employees and sub-contractors

Being under the influence of drugs or alcohol can seriously impair a person's judgement and reactions thereby leading to increased risk of accidents and injuries occurring. The objective of this policy is to ensure the safety of the workplace and of all employees and third parties by having clear rules in place regarding use and possession of drugs and alcohol and to support those who have reported a problem with drug or alcohol dependence.

Drug and alcohol misuse can have a detrimental effect upon health, and can adversely influence work performance and relationships with colleagues and Customers. It can result in reduced efficiency and increased absenteeism. Any employee having a condition related to drugs and alcohol is encouraged to disclose this to the HR department at the earliest opportunity to ensure support and help with treatment.

The Company has a duty towards and is concerned about the health and welfare of all employees and third parties. It is therefore Company policy to:

- Promote a responsible attitude to the consumption of alcohol amongst employees
- Offer assistance to those employees who require it
- Treat Drug and Alcohol abuse as a health problem and arrange for employees to seek professional assistance.
- Treat all employees consistently and fairly in line with this policy, with all matters concerning drugs and alcohol remaining confidential

The Company will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that professional treatment has been obtained and regular contact maintained with the HR Department. The Company will treat all relevant discussions in strict confidence.

Contravention of Drugs and Alcohol Policy requirements is gross misconduct. If inadequate work performance or unacceptable behaviour, including poor work relationships, occur or persist, the matter may be dealt with under the Company's Disciplinary Procedure. Careful consideration will be given to those that have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, any incident amounting to gross misconduct would be considered a dismissible offence. If any person fails to complete a prescribed course of treatment or has a relapse following treatment, the matter may be dealt with under the Company's Disciplinary Procedure.

During working hours and at all times whilst on work premises or in Company vehicles, employees must be free from the influence of drugs or alcohol to ensure the health and safety of others, to maintain efficient and effective operations and to ensure that Customers receive the service they expect. The following must therefore be strictly observed.

No employee of the Company or of a sub-contractor shall:

- Report, or try to report, for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse
- Be in possession of alcohol or illegal drugs, or supply others with the same, in the workplace
- Consume alcohol or illegal drugs or abuse any substance whilst at work

Additionally, employees of the Company or those of a sub-contractor must ensure that they are aware of the side effects of any prescription drugs and advise the HR department immediately of any side effects, which may affect work performance or the health and safety of themselves or others, such as drowsiness. Where there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, that person must be sent home immediately. In addition, possession of or dealing in illegal drugs in the workplace will be a matter reportable to the Police.



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